



Mail Clerk

Department: Countywide

Class Code: 1219

EEO Code: 26

FLSA: N

Effective: 01/05/1992

GENERAL STATEMENT OF DUTIES:

Under general supervision performs work of routine difficulty in delivering interoffice and U.S. postal mail, messages, supplies, invoices and other materials; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

(illustrative only):

Sorts incoming or outgoing mail into slots of mail rack or into mail sacks according to destination; feeds mail into postal machine to seal and meter; picks up and delivers mail to and from U.S. Post Office; picks up and delivers mail, data sheets, computer tapes, water bills, books and other materials for departments both on a prescribed schedule and as requested; weighs packages; drives van; performs technical repairs on micromax catalog readers; assists print center personnel in stocking shelves, moving materials, and operating packaging and bindery equipment; performs various housekeeping duties; and performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Good knowledge to postal regulations; good knowledge of various department locations; considerable skill in working courteously with staff and the public; in developing and maintaining good customer relations; ability to lift mail sacks up to 50 pounds.

MINIMUM EDUCATION AND EXPERIENCE:

Completion of the core curriculum for a high school degree and one year of experience in mailroom or storeroom operation; or an equivalent combination of training and experience.

ADDITIONAL REQUIREMENTS:

None.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
